

Anne Arundel County
OFFICE OF CENTRAL SERVICES
Records Management Division

Schedule No.

C 851

Page No.

1 of 2

RECORDS RETENTION AND DISPOSAL SCHEDULE

AGENCY Anne Arundel County Public Library

DIVISION Headquarters

Item No.	Description	Retention
	GENERAL OFFICE FILES	Five years and then destroy.
	HUMAN RESOURCES FILES including, but not limited to:	
	Interview Records	Two years and then destroy.
	Leave Records	Current and three prior calendar years and then destroy.
	Personnel Files - Retirees and Past Employees	Five years beyond termination date and then destroy.
	OPERATIONAL FILES including, but not limited to:	
	Accounts Payable	Current and three prior fiscal years and then destroy.
	Appropriation Transfers	Current and three prior fiscal years and then destroy.
	Audit Reports	Current and three prior fiscal years and then destroy.
	Budgets	Current and three prior fiscal years and then destroy.
	Capital Projects	Current and three prior calendar years and then destroy.
	Cash Receipts/Accounts Receivable	Current and three prior fiscal years and then destroy.
	Financial Statements	Current and three prior fiscal years and then destroy.

Schedule Approved by
Records Management Officer

11/23/98

Date

Signature

Schedule Approved by
Chief Administrative Officer

FEB 2, 1999

Date

Signature

Schedule Approved by
Agency, or Division Representative

11-14-98

Date

Signature

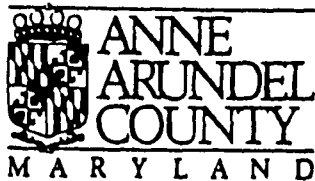
Schedule Approved by
State Archivist

FEB 25 1999

Date

Signature

for the Board
of Trustees



Anne Arundel County
OFFICE OF CENTRAL SERVICES
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Page No.

2 of 2

RECORDS RETENTION AND DISPOSAL SCHEDULE

AGENCY		DIVISION
Item No.	Description	Retention
	OPERATIONAL FILES - continued	
	Grants	Current and three prior fiscal years and then destroy.
	Inventory Database	Current and three prior fiscal years and then destroy.
	Journal Vouchers	Current and three prior fiscal years and then destroy.
	Minutes	Retained permanently and eventually transferred to State Archives.
	Petty Cash	Current and three prior fiscal years and then destroy.
	Year-end Reports	Current and three prior fiscal years and then destroy.
	PAYROLL	Current and three prior calendar years and then destroy.

Schedule Approved by
Records Management Officer

11/23/98
Date

Zoi W. Parker
Signature

Schedule Approved by
Chief Administrative Officer

Feb 7, 1999
Date

JMK
Signature

Schedule Approved by
Agency, or Division Representative

11-19-98
Date

B. Kozlowski
Libraries Admin.
Signature

Schedule Approved by
State Archivist

FEB 25 1999
Date

Edward C. Saperstein
Signature

for the Board of Trustees